

C-O-N-F-I-D-E-N-T-I-A-L

FOREIGN DOCUMENTS DIVISION

FDD Notice
No. 59-5

27 October 1959

SUBJECT: Reorganization of Support Branch, FDD

1. In order to provide for most effective use of available personnel and efficiently carry out support services for the Division and Field Offices a reorganization has been found necessary in Support Branch, FDD.

2. Effective 2 November 1959, Screening and Records Sections of Support Branch will be reorganized as one unit to be known as the Control Section, with [] as chief.

3. Functions of Screening Section are reallocated as follows:

a. To area branches:

(1) Screening of books, monographs and sporadic periodical literature received by Acquisitions Branch, CIA Library.

(2) Liaison with Acquisitions Branch, CIA Library, on loan publications.

b. To Support Branch:

(1) Subscription and purchase coordination and accounting -- [] Control Section.

(2) Supply of publications and microfilm copies for Field Offices -- [] Control Section.

4. Branches will designate to Chief, Support Branch, their screening/loan-contact officers and will keep him apprised of any changes in such designations to carry out the duties of 3a (1) and (2) above.

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J. J. BAGNALL
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